

MONROE COUNTY, FLORIDA

JOB DESCRIPTION

Position Title: Logistics Specialist/Captain

Date: August 14, 2006

Position Grade: 9

FLSA Status: Non-exempt

Job Code:

GENERAL DESCRIPTION

Under limited supervision this professional position is responsible for planning, organizing, directing and coordinating the activities of the logistics program of the Fire Rescue Department. Work includes accountability for major departmental activities including responsibility for contracts for services, purchasing, development of specifications, and requests for proposals for acquisition of major fire and rescue apparatus, coordination of facilities, fleet, and capital projects. In addition, performs daily functions of the Fire Rescue warehouse, including ordering, receiving, storing and dispensing goods. Reviews contracts and monitors contractors for compliance to contract and quality standards. Reviews the work for completeness, accuracy, and project identification. This position may be filled either as a civilian position (Logistics Specialist) or a sworn fire-certified position.

KEY RESPONSIBILITIES

1. Manages the repair of fire and EMS apparatus with Public Works and/or private vendors.
2. Manages the repair of Fire Rescue Department facilities with Public Works and/or private vendors.
3. Provides budgetary input related to the logistics program. Evaluates regulatory standards, new technology, materials and equipment, and makes recommendations to the Fire Chief. Compiles statistical data to assist with budget preparation; monitors purchases to ensure expenditures do not exceed budgeted funds.
4. Advises and manages commodity specifications, bid quotations and/or requests for proposals, vendor selection, and accounts payable for goods and services. Maintains a county authorized vendor/contractor list for purchase and repairs to facilities, apparatus, equipment and supplies.
5. Monitors vendors and contractors to ensure compliance with the terms of the agreement with the County and/ or specifications of materials. Enters and tracks purchase requisitions and field purchase orders, as required. Monitors expenses charged to accounts, notifies Fire Chief and/or Designee of status of those accounts.
6. Coordinates with Battalion Chiefs the rotation of units for inspections to include stretchers, extinguishers, Personal Protective Equipment (PPE), and O₂ bottles on a periodic basis. Provides equipment and supplies inventory to ensure fire and rescue vehicles are stocked and maintained to departmental standards, including specialty teams.
7. Utilizes an inventory control system to record inventory and assure continuous availability, manages medical supplies for compliance with medical protocols. Informs Fire Chief or Designee of problems or discrepancies that arise in inventory dispersal.
8. Manages organization and cleanliness of supply center and other work/storage areas; assures security of items stored in or transported to/from storage area; coordinates proper disposal of medications and biohazardous waste.
9. Cooperates and coordinates with State officers or representatives during Department EMS compliance inspections; maintains up-to-date records to comply with State inspections. Facilitates actions necessary to ensure regulatory compliance.
10. Picks up and delivers supplies and equipment to the fire stations as needed.
11. Coordinates self-contained breathing apparatus repair program and implements measures for record keeping of apparatus, repair, calibration, and testing to ensure compliance with ANSI, DOT, and NFPA standards.
12. Operates a personal computer, utility truck, copier, fax machine, calculator, telephone, two-way radio, or other equipment; uses various computer programs.
13. May be required to be on 24-hour call and/or regularly work on various shifts, weekends, and/or holidays as deemed necessary. Must be available during local states of emergency.

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14. If sworn, performs required functions on emergency scenes including all aspects of fire fighting, rescue, and disaster recovery.

15. Performs other related duties as required.

KEY JOB REQUIREMENTS

Education:	High School Diploma or acceptable equivalency. Associate's Degree or two (2) year college equivalent preferred or Florida certified Emergency Medical Technician. Certification as a Florida Paramedic preferred. <i>State of Florida, Bureau of Fire Standards and Training</i> Firefighter certificate of compliance. Current CPR certification required.
Experience:	A minimum of two (2) years of experience is preferred in a warehouse receiving, storing, and dispersing ordered goods to include experience with work order/inventory systems. Experience in monitoring and managing service contracts. Strong interpersonal and computer skills required. Experience and additional certifications in Fire Rescue Operations is preferable. Maintains the appropriate class of driver's license and completion of an approved EVOC course in accordance with Florida Statutes.
Impact of Actions:	Makes recommendations or decisions which usually affect the assigned section, but may at times affect operations, services, individuals, or activities of others outside of the assigned section.
Complexity:	Work is non-standardized and widely varied requiring the interpretation and application of a substantial variety of procedures, policies, and/or precedents used in combination. Frequently, the application of multiple, technical activities is employed; therefore, analytical ability and inductive thinking is required. Problem solving involves identification and analysis of diverse issues.
Decision Making:	Supervision is present to establish and review broad objectives relative to basic position duties or departmental responsibilities. Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.
Communication With Others:	Requires regular contacts to carry out programs and to explain specialized matters. Also requires continuing contacts with officials at higher levels on matter requiring cooperation, explanation and persuasion or with the public involving the enforcement of regulations, policies and procedures.
Managerial Skills:	Responsible for interpretation of division policies and their impact on the local station situation. Fields complaints from citizens in the local district, has the ability to assign duties to subordinate personnel and performs employee evaluations on said personnel, along with similar supervisory duties. Plans, assigns, and evaluates the work of subordinates for effective operation and results of the unit.

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**Working Conditions/
Physical Effort:**

Work requires some extreme physical exertion and/or physical strain. Work environment may involve exposure to job hazards where there is a high possibility of injury.

Other:

Must be a non-user of tobacco products for at least one (1) year immediately preceding application, and sign a sworn statement attesting to this fact as required by Florida Statutes.

APPROVALS

Department Head:

Name: _____ Signature: _____ Date: _____

Division Director:

Name: James Callahan Signature: _____ Date: _____

County Administrator:

Name: Tom Willi Signature: _____ Date: _____

Employee:

On this date, I have received a copy of my job description relating to my employment with Monroe County:

Name: _____ Signature: _____ Date: _____